KirbyWoods Property Owners Association

Board of Directors Executive Session

I.	Call to Order Click or t	ap to enter a	date.				
II.	Attendance/is there a q	uorum pre	sent?				
	a. Jon Hall – President						
	b. Ken Dwyer – Vice P	resident \square					
	c. Robert Sladek – Sec	retary/Webr	naster 🗆				
	d. Alice McCalla – Tre	asurer \square					
	e. Ross Paternoster –D	irector \square					
	f. Theo Presswood – D	irector \square					
	g. Darcy Loerch – Dire	ector \square					
	h. Amanda Cox – Asso	cia Mgr. 🗆					
III.	Special Visitor(s)						
	NAME			Discussion	Topic((s)	
IV.	Agenda						
	8						
Prop	posed Changes:					Acce	pted?
	Motion to Approve			Second	Aye	Nay	Result
	Choose an item.		Ch	oose an item.			
			0.1	oose an item.			
V.	Approval of Minutes			oose all itelli.			
	Approval of Minutes		3	oose an item.		Acce	pted?
				oose an item.		Acce	pted?
				oose an item.		Acce	pted?
	posed Changes:	Motion to A		Second	Aye		pted?
Prop	posed Changes:	Motion to A	approve		Aye	Acce	

VI. Calendars

- a. Review Annex A
- b. Meeting Calendar for CY2019

KirbyWoods Property Owners Association

Board of Directors Executive Session

Month	Date	Day	Week	Month	Date	Day	Week
(CY2019)				(CY2019)			
Jan	23	Wed	4th	Jul	25	Thu	4th
Feb	20	Wed	3rd	Aug	22	Thu	4th
Mar	27	Wed	4th	Sep	26	Thu	4th
Apr	25	Thu	4th	Oct	24	Thu	4th
May	23	Thu	4th	Nov	21	Thu	3rd
Jun	27	Thu	4th	Dec	19	Thu	3rd

VII. Delinquencies

- a. Discussion from Financial Report
- b. Delinquencies (Waive the low fees <\$35.)

VIII. Old Business/New Business

- a. ACC Report (Executive)
- b. Action Items
 - i. Review/Update Old Actions (action items list).
 - ii. New Actions:

Assigned	Action	Due Date

- c. Recurring violation notices to homeowners Review
- d. Other Topics

IX. Adjourn Executive Session

a. Adjournment Time Click or tap to enter a date.

Motion	Second	Aye	Nay	Result
Choose an item.	Choose an item.			

- X. Annex A: KWPOA BOD Annual Calendar
- **XI.** Annex B: KWPOA Roles and Responsibilities

These Minutes were reviewed and approved		
by KWPOA BOD on , 2019	Jon Hall: President (2019)	Date

KirbyWoods Property Owners Association Board of Directors Executive Session

Annex A: KWPOA BOD Annual Calendar

		KWPOA Annual Cal	endar and Action List	
		ACTIONS	Meetings	Events
	1	oMail Notice of Annual Meeting in Feb (30 day notice)		Dues - Semiannual
JAN	2	(Notice includes request for nominations)		
Ź	3	oReview Annual Minutes / Financial Statement	Monthly Meeting Preparation for Annual Meeting	
	4	oDecision req'd: Continue w HCMS? 30day notice by 28th Jan		
	1	oHandcarry Proxies / Request for Nominations		
n	2	oInsurance quotes expected for Property & BoD Liability		
FEB	3	oElect new Directors. Elect Officers	ANNUAL MEETING / ELECTIONS / HCMS support @ MEETING	
	4	oNotify HCMS of updated Roster of Directors and Officers		
	1	oU/D Web site BoD list / signature authorities (HCMS & Bank)		
3	2	o Insurance quote expected for Flood		
MAR	3	oRenew Insurance Property & BoD Liability	Monthly Meeting	
	4	oComplete Fraud Risk Inquiry / Legal issues letter for Auditors	, , , , , , , , , , , , , , , , , , , ,	
	1	γ , , , , , , , , , , , , , , , , , , ,		
>	2	oRenew Flood Insurance		TLV Annual Picnic
APR	3	oRenew Electricity contract?	Monthly Meeting	
	4			
	1	oRenew Landscaping contract??		
2	2	o nenew zanascaping contract :		
MAY	3		Quarterly Meeting / HCMS support @ Meeting	
	4		Quarterly inceeding / Heirio Support & Inceeding	Memorial Day
	1			Wichional Bay
_	2			
Š	3		Monthly Meeting	
	4		Worthly Weeting	
	1			Dues - Semiannual
l _	2			4th of July
Ĕ	3		Monthly Meeting	4th or July
	4		Worthly Weeting	
	1			
ъ	2			
AUG	3		Quarterly Meeting / HCMS support @ Meeting	
	4			
	1			Labor Day
١,,	2			Labor Day
SEP	3	Dogwood Troppy you to droft hydrot for following your	Monthly Monting	_
	4	oRequest Treasurer to draft budget for following year.	Monthly Meeting	
-	_	a Auditor contract		
l _	1	oAuditor contract		l
ост	2	oHCMS completes IRS tax & TX franchise tax fillings	Marshin Marshin - Davisus and hadret	ll———
"	3	oVerify tax filings completed by HCMS	Monthly Meeting - Review proposed budget for next year	Hellewes :
	4	oSubmit Annual Budget to HCMS/Letter to Prop Owners on change		Halloween
_	1	oHCMS submits Mailout request to their contractor		
VOV	2		2	T
<	3		Quarterly Meeting / HCMS support @ Meeting	Thanksgiving
	4	oPoll previous Directors on interest in running for election		
	1			
DEC	2	oRequest HCMS issue Notice of Annual Meeting in Feb		
	3		Monthly Meeting	
	4			Holiday Season

KirbyWoods Property Owners Association Board of Directors Executive Session

Pool: Pool		(KWPOA Director is responsible) NAC / Plumbing / Electrical / Access ol service / lighting / surface / access ourt: Surface / net / lighting / timer			Common Area Operations and Maintenance		Perimeter: fence / landscaping / sprinkler Sprinkler system: proper function / solenoids / sprinkler heads / time						trical				
													pections	/ violati	on nouce	es (montr	119)
Ensure L/S contrac	_		Architectural Control Committee					HCMS		VIS	Annual meeting / vote tally Coordination of Services Inspections / violation notices (monthly)				1.3		
eview / Approve Chang Suggest landscape cl	e Requests fro	om owners							116		(President of KWPOA BoD is Liaison) HCMS performs the following: Monthly / Quarterly Package						
(VP of KWPOA BoD is						Dire	ctors	(Se cretary	/ kee ps m	ninutes,	the mem						eetings.)
				KWPOA Board of			(Treasure	r see du	uties un	der finan	cial. Pre	io member of comm's, & Pres is B/U Treas w HCMS al. Pres is B/U for Treas w HCMS) er roster, and seal, & provides notice of meetings.					
Communicate to B													ounting (IIIuai IIIIa	IIICIais
Collect/	Collect / Refund security de posit		Rentals				Financial		Coordinate financial actions with HCMS Audit monthly, quarterly and annual financials					ncials			
KW Volunteer or KWPOA Director is responsible) Manage cale ndar Inspect condition (before / after)		Pool House							Draft annual budget, review plan vs actuals Review / approve checks					ials			
W Volunteer or KWPO	A Director is re	sponsible)										1 (KWF	OA Treas	urer is m	esponsib	le.)	
Monitors licensing and renewals		Web Master		Social							,, ,						
Updates and maintains KWPOA Web Site.							Neighbor's Night Out program Picnics or special events such as Memorial Day, Splash Day, 4th of July or Labor Day										
						-		•	Director								
						1											